

CONFIDENTIAL

1 February 1962

MEMORANDUM TO: Messrs. [REDACTED]

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SUBJECT : Reduction of Administrative Workload in the
Administration of Agents

Early last year at the direction of the DD/P, a study was begun to bring about a simplification of the administration of agent's affairs. Shortly after the study was begun, the Finance Division was advised of the proposed study areas and the writer attended two meetings in which the support officers of the DD/P components were "brought-up-to-date" on the progress of the study group and the direction intended for further effort.

With the exception of copies of contracts routinely forwarded to the Finance Division, there has been very little information passed to us as to the progress made by the study group or of the philosophy being developed in relation to the administration of agents. In order to fill this void, Mr. [REDACTED], of the Contract Personnel Division, has accepted an invitation to speak to us as a group at 1030 hours on February 7 in the Comptroller's Conference room, and will be accompanied by Messrs. [REDACTED], Agent Panel Secretary and Special Contracting Officer, respectively.

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